

**INVITATION TO BID
CITY OF ST. MARYS
HVAC MAINTENANCE & REPAIR SERVICES
MARCH 28, 2013 2:30 PM**

THE CITY OF ST. MARYS is soliciting bids from licensed contractors to provide **HVAC repairs and maintenance** on equipment at City owned buildings. Bids will be received in the office of the Amy Peeples, Finance Department, St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558, until 2:30, EST on March 28, 2013 and shall be publicly opened on the same date in the St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558. Bids received after the above time or in any other location other than the office stated above will not be accepted. No bid may be withdrawn after the closing time for the receipt of bids for a period of sixty (60) days.

Bids shall be submitted in a sealed envelope with the bid name clearly marked on the outside of the envelope. The name of the company or firm submitting a bid should also be clearly marked on the outside of the envelope. **ONE ORIGINAL AND TWO (2) COPIES MUST BE SUBMITTED.**

Questions regarding this project may be directed in writing to the City of St. Marys Public Works Director, Bobby Marr, at 418 Osborne Street, St. Marys, Georgia, 31558 or by email to bobby.marr@stmarysga.gov

Copies of the bid document and project specifications may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558. The documents may also be requested via email to amy.peeples@stmarysga.gov or by calling 912-510-4044. A Street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The City of St. Marys will select the bid that, in its sole discretion, is the most responsive and responsible bid to the City. The City reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.

The City of St. Marys will not be liable for any costs incurred by Respondents in the preparation of Proposal packages nor in costs associated with any element of the selection and contract negotiation process. Any Responders that contact elected officials or staff directly or indirectly for the purpose of influencing the selection process prior to a contract award shall be immediately disqualified and removed from consideration.